

Understanding Application Software (Concepts page 24)

- Click on the Office Button and select All Programs
- Select Microsoft Office
- Open each application software program below and take a screen print of the home page
 - Word
 - Access
 - Excel
 - PowerPoint
 - Publisher
 - InfoPath Designer
- Open a Word document (include proper MLA first page format) and paste the Screen Print of each program into the document. (3 screen prints per page)
- Resize and move your image as necessary. (Picture Tools – Format – Text Wrap)
- Label each Screen Print with the name of the program and the type of software (Concepts page 24)
 - Document Production
 - Spreadsheet
 - Database Management
 - Graphics and presentation
- Save your document into your p:drive (Computer Apps/Classwork folder) and name the file “Application Software”
- E-mail your document to me with the proper title in the subject line.

EXAMPLE:

First Name Last Name

Today's Date

Application Software

Microsoft Word

Document Production

